



Figure 421: Manage Changes dialog – Filter tab

On the *Filter* tab of this dialog (Figure 421), you can choose how to filter the list of changes: by date, author, cell range, or comments containing specific terms. After selecting the filter criteria, switch back to the *List* tab to see the results. Filtering the changes affects only the contents of the *List* tab on the dialog, you will not see any filtered results in your spreadsheet.

Merging documents

The processes discussed to this point are effective when you have one reviewer at a time. Sometimes, however, multiple reviewers all return edited versions of a document at the same time. In this case, it may be faster to review all of the changes at once, rather than one review at a time. For this purpose, you can merge documents in Calc.

To merge documents, all of the edited documents need to have recorded changes in them.

- 1) Open the original document.
- 2) Select **Edit > Track Changes > Merge Document** on the Menu bar.
- 3) A file selection dialog opens. Select a file you want to merge and click **Open**.
- 4) After the documents merge, the Manage Changes dialog opens, showing changes by more than one reviewer. If you want to merge more documents, close the dialog and then repeat steps 2 and 3.

Now all of the changes are combined into one document and you can accept or reject the changes. Changes from different authors appear in cells outlined in different colors.

Comparing documents

Sometimes reviewers may not record the changes they make. Calc can find the changes by comparing documents.

In order to compare documents you need to have the original document and the one that is edited. To compare them:

- 1) Open the edited document that you want to compare with the original document.